

At the Martinsville Police Department, we are committed to being responsive to our community. It is our hope that our officers serve this community in the most professional manner possible. If you feel that a Martinsville police officer has failed to conduct himself professionally, you are encouraged to file a complaint. We accept complaints in person, in writing, by phone and anonymously. We will investigate all complaints.

The form you have been given is our initial complaint form. If you wish to fill this form out, please follow these instructions. On the form, include your name and contact information if you wish to be contacted. If you wish to remain anonymous, you may. The subject officer is the officer on whom you are filing the complaint. Please fill out the date and time you are filing the complaint. The date and time of the incident should be included in your summary on the next page. The nature of the complaint is a brief summary of the complaint (for example: rudeness, unnecessary force, etc.). Write a detailed summary of your complaint on the next page. Include as much detailed information as possible. The supervisor will need these details to conduct a thorough investigation. Sign the page. The sections labeled "steps taken by supervisor" and "findings of supervisor" will be filled out by us.

When finished, seal the form in the included envelope. Write "Patrol Captain" on the envelope and return it to the police department any time during business hours.

Your complaint form will be read by the patrol captain. The captain will then forward the complaint to the appropriate supervisor for investigation. If your complaint alleges criminal or serious misconduct by an officer, the chief of police will be notified and he will direct the investigation.

A supervisor or administrator will contact you at the conclusion of the investigation to discuss their findings. If you do not wish to be contacted or informed of the outcome of the investigation, please indicate that on the complaint form.